

**BOARD OF SELECTMEN  
MEETING MINUTES  
November 17, 2003**

**PRESENT:** THOMAS C. REYNOLDS JR, CHAIRMAN; DOUGLAS R. COOK, Co CHAIRMAN; BRIAN MCDONALD, SELECTMAN; LEON G. METHOT, SELECTMAN; LAURA PETRAIN, SELECTMAN.

**ADMINISTRATIVE COORDINATOR:** ROBERT CHRISTENSEN  
**RECORDING SECRETARY:** KELLY BUMPUS

**GUEST:** Frank Campana, Forrest Esenwine, Ginger Esenwine, Chris Bolton, Donna Osborne, Chuck Metcalf.

The Selectmen's Meeting was held at the Town Office Building. Chairman Reynolds commenced the meeting at 6:32 p.m.

Chairman Reynolds asked that everyone stand for the Pledge of Allegiance.

**1. PUBLIC PARTICIPATION**

Frank Campana – Mr. Campana asked the Board the amount of the General Fund. Chairman Reynolds responded that the amount of the General Fund is \$1,172,686. Chairman Reynolds informed Mr. Campana that an amount of \$141,815 is money that is still due to the Town. Selectman Cook stated that the General Fund amount given was the amount before setting the tax rate. Chairman Reynolds stated that \$100,000 was given back to reduce taxes.

Donna Osborne – Ms. Osborne stated that she would like to see the ride-alongs for the Highway Department be approved. She stated that she realizes that a waiver will need to be signed. Chairman Reynolds stated that they have received information back from the insurance company and the Board will need to discuss the subject that evening.

Chairman Reynolds stated that the Public Hearing on the agenda concerning the Weare ATV Club has been cancelled due to an issue with posting in the paper. He stated it will be held on December 1<sup>st</sup>. Selectman Cook stated that the ATV Club has met with the Conservation Commission and has been requested to mark the trails on the property they are interested in using. Selectman Cook stated that the ATV Club has requested permission to use their ATVs to accomplish this. The Board was in

agreement that the ATV Club be allowed to use their ATVs to mark the trails they are interested in.

Manifests –

Chairman Reynolds authorized the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated November 13, 2003. Accounts Payable – \$309,305.21 Gross Payrolls - \$29,032.42, for a total of - \$338,337.63. Seconded by Selectman Cook. A vote was taken. Motion passed unanimously. Chairman Reynolds authorized the Board of Selectmen to sign manifests and order the Treasurer to sign checks dated November 17, 2003. Accounts Payable – \$268,773.66, Gross Payrolls - \$25,720.42, for a total of - \$294,494.08, and voids in the amount of \$10,114.92. Seconded by Selectman Cook. A vote was taken. Motion passed unanimously.

**2. BUDGET DISCUSSION – Selectmen’s Office and Related Budgets**

Mr. Christensen went over eight budgets with the Board. The Board reviewed and discussed the budgets.

**3. DISCONTINUANCE OF BART CLOUGH ROAD – Mr. Chris Bolton**

Mr. Bolton met with the Board to discuss the discontinuance of Bart Clough Road. Mr. Bolton provided the Board with a map of the area. The Board reviewed the information and discussed the matter. Chairman Reynolds informed Mr. Bolton that the Board supports putting this request on the warrant.

**4. LAWN CARE BIDS FOR 2004**

Chairman Reynolds opened the Bids for lawn care for 2004. The bids were as follows:

- Received 10/27, The Cutting Blade, \$18,704 for Municipality properties.
- Received 10/27, The Cutting Blade, \$7,885 for Fire Department properties.
- Received 11/7, Denning Outdoor Services, \$9,770 for Municipality and \$4,850 for Fire.
- Received 11/7, All About Lawn Care, \$21,350 for Cemeteries, \$5,750 for Municipality, and \$5,825 for Fire.

Chairman Reynolds stated that if the cemeteries would like to go back out to bid, the Board would be in favor of this. The bids were given to the respective departments for review.

**5. BUDGET DISCUSSION - PARKS AND RECREATION**

Mr. Chuck Metcalf went over the budget for Parks and Recreation. Mr. Metcalf stated that the employee wages may be changed according to the outcome of discussions regarding exotic weed control. Mr. Metcalf stated that the new line for Bolton Field will be offset with revenue by signs. Mr. Metcalf stated that the senior citizens activity line has been kept at the same amount. Mr. Metcalf stated that the overall budget is a 46% increase including lawn care, a 13% increase without lawn care. He stated that including revenue brings it down to about 6% or 7%.

## **6. BIDS FOR TOWN REPORT**

Chairman Reynolds stated that there was only one bid received for the printing of the Town Report. Received on 10/29 from Riendeau Printing Corporation in the amount of \$5,330 for 1,300 copies. Selectman Petrain made a motion to accept in amount of \$5,330 from Riendeau Printing for the Town Report. Seconded by Chairman Reynolds. Selectman McDonald stated he would like to send it back out to bid. A vote was taken. Motion passed 4 in favor; 1 opposed (Selectman McDonald).

## **7. OLD BUSINESS**

### Deliberative Session Date –

Selectman Methot discussed the date for the deliberative session. He stated that he is in favor of holding it on a Saturday. Chairman Reynolds stated that it was set according to the Board's meeting night. The Board discussed the fact that John Stark High School had set their deliberative session for the same evening. Mr. Christensen informed the Board that the Supervisors of the Checklist have substitutes to cover both meetings. The Board discussed the possibility of changing the date. Chairman Reynolds asked the Board if they wish to hold the deliberative session as scheduled, or change it? The Board agreed to leave the deliberative session on the date scheduled.

### Milfoil Sub Committee –

Selectman McDonald stated that the Milfoil sub committee meeting will be held on Thursday in conservation room at 7:00 p.m.

### Liability Insurance for Public Buildings -

Selectman Cook stated that he would like to discuss the issue of liability insurance for public buildings. He stated that there seems to be a lot of rumors going around regarding the Board's discussion on this matter. Selectman Cook stated that in reading the minutes from the Library Trustee's meeting, it states that the Selectmen's intent is to have a million dollar insurance policy for use of Town properties. Selectman Cook stated that this is absolutely untrue. Selectman Cook stated that

even the Town Attorney stated he concurs with the Selectmen that you do not want to take away from the public's use. Selectman Cook stated that the Selectmen were not in favor of such a policy. Selectman Cook stated that he would like a letter sent from the Board to Ms. Christine Hague in regards to this matter. Selectman Cook stated that for a Library employee, and also for someone in her position, she should not be spreading these rumors. Selectman Cook stated that in no way, shape, or form did the Board support a million dollar policy for use of Town property. He stated that he was upset that he read these minutes of a public meeting, and it just fuels the fire. Selectman Cook asked Mr. Christensen for the attorney's stand point? Mr. Christensen stated that the attorney's principal concern is that they are not stepping on any free speech issues. Selectman Cook requested Mr. Christensen speak with the schools and find out how they handle the matter. Chairman Reynolds stated that he feels it would be helpful to have a representative from the insurance company come in and discuss exactly what the Town is covered for.

*Safety Complex -*

Selectman Cook stated that the safety complex is nearing the completion date, and the scheduled move in date is the 24<sup>th</sup>. He stated that he would like to take action and be firm in instructing them that when they are moving in, there is a physical inventory taken. Selectman Cook made a motion to have the Police Department and Fire Department take a physical inventory of everything going into the Safety Complex. Seconded by Selectman Methot. A vote was taken. Motion passed unanimously. Selectman McDonald stated he would like to extend the Board to be available to help in any capacity needed with the grand opening.

*Stone Fund -*

Selectman Petrain stated that the Stone Fund meeting was two weeks ago. She stated that Selectman Methot and herself attended. She informed the Board that they are going to forward the guidelines that are in the will to the Board.

*Wage Scales for Land Use Coordinator and Library Employees -*

Selectman Petrain gave the Board the recommendations from the Benefit Review Committee on library employees and the land use position. Selectman Cook stated he would like to send the recommended wage ranges to the Trustees to review. Selectman McDonald made a motion to accept the Benefit Review Committee's wage range for Land Use Coordinator and library employees as listed. Seconded by Selectman Methot. A vote was taken. Motion passed unanimously. Chairman Reynolds stated that there needs to be a Board discussion regarding the position of the Land Use Coordinator and the secretarial position. Selectman McDonald stated that he is still in favor of having land use be a full time position.

Supplemental Budgets -

The Board had a discussion regarding supplemental budgets and if they will be requesting them from the individual budgets. Selectman Cook stated that he is in favor of supplemental budgets for each department. Selectman Methot stated that he is also in favor of anything over and above, being put on a supplemental budget. Selectmen Petrain stated that she is not in favor of supplemental budgets. She stated that she supports putting new positions on supplemental budgets, but if the department feels they really need something to operate, and they are going to ask the tax payers for it, then it should be included on the operating budget. Chairman Reynolds stated that he would like to see the bottom line before making a decision. Selectman McDonald stated that supplemental budgets would spell it out on the ballot and they will clearly see what the voters are in favor of. Selectman Cook stated that if they continue to get a default budget, they are going to have to start making decisions regarding closing departments down on certain days of the week.

Conservation Commission -

Chairman Reynolds stated they received an e-mail from the Conservation Commission requesting some additional help from the Selectmen's office to help with paperwork. Mr. Christensen stated that the office is swamped, and the department secretary is going to be taking on some of the Finance Administrator's work to help in that area. Selectman Cook stated that he sees this as falling under land use. Selectman Cook suggested relieving Ms. Bolton from transcribing minutes in order to free up some time to help the Conservation Commission.

Woodbury Bridge Contract -

Selectman McDonald made a motion to have Mr. Carl Knapp sign the Woodbury Bridge contract. Seconded by Selectman Methot. A vote was taken. Motion passed unanimously.

Highway Department Ride-Alongs -

Mr. Christensen stated that Primex stated that it would not be a good idea to have relatives ride-a-long in Highway Department vehicles, but if it is approved, there needs to be a waiver. The Board discussed granting permission for ride-a-longs. Selectman McDonald stated that he is in disagreement with allowing ride-a-longs, as it is increasing Town's liability. Selectman Cook stated that he is a little torn on the issue, and that a plow truck is different than a police cruiser. Selectman Cook stated that he would like to hear the attorney's opinion. Selectman Petrain made a motion to allow ride-a-longs, contingent on the advice of the town attorney. Seconded by Selectman Methot. The Board discussed people under 18 not being allowed in the vehicles. Chairman Reynolds stated that this needs to be put in the waiver. He stated that

there is also the fact that there only be one occupant. A vote was taken. Motion passed 3 in favor; 2 opposed (Selectman McDonald, Selectman Cook).

Selectmen Meetings -

Selectman Cook stated that he is not going to be able to attend next meeting. Selectman Methot stated that he is trying to make a long time commitment to attend Monday night meetings, and will be here for the next meeting. Selectman Petrain asked if the Board is willing to revisit the option of bi-weekly meetings? Chairman Reynolds stated that they need to meet weekly during budget season, but is willing to revisit this once the season is over. Selectman McDonald stated that he is still against bi-weekly meetings.

Holiday Pay for Town Custodian -

The Board discussed if the Town Custodian is eligible for holiday pay. Selectman Cook stated that he should only be paid for the three hours he would typically work. Selectman Petrain stated that she is not in favor of paying holiday pay for this position because he works a flexible schedule, and is not required to work holidays. Selectman Cook stated that it is an understanding that he works Monday through Friday, and that there is a recognizable pattern. Selectman McDonald stated that he is a part time employee and listed as a part time position in the personnel policy. Selectman McDonald made a motion to pay the custodian the holiday as listed in the personnel policy. Seconded by Selectman Cook. A vote was taken. Motion passed 3 in favor; 2 opposed (Selectman Petrain, Selectman Methot).

Use of Meeting Room for Tutoring -

Chairman Reynolds stated that there has been a request from John Stark High School to use the meeting room for one and a half hours, three days a week. Mr. Christensen stated that this is not due to a scheduling issue, rather it is to tutor a student that does not react well to other students. The Board agreed that this will not be allowed.

## **8. NEW BUSINESS**

Weare Space Needs Committee -

Selectman Cook stated that in the minutes from the Weare Space Needs Committee they were discussing the options for Weare Middle School, and one of the options is constructing a new building on the old fire station and fields. Selectman Cook stated that he would encourage them to go another route. Selectman Cook requested Mr. Christensen convey this back to the committee.

*Benefit Review Committee Meeting Minutes -*

Selectman Cook stated that they have not received meeting minutes from the Benefit Review Committee since August. Selectman Petrain stated that they just met and gave Mr. Christensen the minutes. Selectman Petrain stated that the only minutes that were not there was June and July. Selectman Cook stated that there are State laws that require the minutes be available.

*Lakeview Station Bid -*

Selectman Petrain made a motion to award the bid for the Lakeview Station to Lawrence Kullgren for the sum of \$868.37. Seconded by Selectman Methot. A vote was taken. Motion passed unanimously.

**9. NONPUBLIC SESSION**

Chairman Reynolds made a motion to enter into nonpublic session at 10:17 p.m. pursuant to the authority granted under RSA 91-A:3 II (a) and (c). Seconded by Selectman Methot. A roll call vote was taken. Selectman Methot – yes; Selectman McDonald – yes; Chairman Reynolds – yes; Selectman Cook – yes; Selectman Petrain – yes. Motion passed unanimously.

In Attendance: Chairman Reynolds, Selectman McDonald, Selectman Methot, Selectman Petrain, Selectman Cook, Mr. Robert Christensen, Ms. Kelly Bumpus.

The Board discussed personnel issues.

Chairman Reynolds made a motion to come out of nonpublic session at 10:50 p.m. Seconded by Selectman Methot. A roll call vote was taken. Selectman Methot – yes; Selectman McDonald – yes; Chairman Reynolds – yes; Selectman Cook – yes; Selectman Petrain – yes. Motion passed unanimously.

Chairman Reynolds made a motion to increase the salary of the Administrative Coordinator from \$38,000 to \$40,500 to take on the additional responsibilities of supervision of building and assessment and land use departments. Seconded by Selectmen Petrain. A vote was taken. Motion passed unanimously.

**10. ADJOURNMENT**

Chairman Reynolds made a motion to adjourn at 10:55 p.m. Seconded by Selectman Petrain. A vote was taken. Motion passed unanimously.

A True Record

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Kelly Bumpus, Recording Secretary